

Must know before continuing

Use the most recent version any of the following browsers:

PC: Internet Explorer, Firefox, or Chrome

Mac: Firefox or Chrome.

- Internet Explorer (11)
- Chrome (61+)
- Firefox (53+)
- Firefox ESR (45)
- Safari (6.2.x, 7.1.x, 8.0.x, 9.0.x, 9.1.x)

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Please disallow popup blockers on your computer when using the OnBase system for this process. If you do not know how to disable popup blockers on your browser, please contact the helpdesk at x3350.

You must have your employee ID and your WCU username/password to proceed.

Steps to Access

Click Access OnBase under Applicant Links. Enter your WCU username and password. Your view will look similar to this:

The screenshot shows the OnBase system interface. At the top, there is a navigation bar with 'StatusView' on the left, the 'OnBase' logo in the center, and a user profile 'George Washington' with a star icon on the right. Below the navigation bar, the main content area is titled 'TeP Dept Committee Members'. On the left side of this area, there is a sidebar with 'Available Layouts' and a search bar. Under 'Available Layouts', there is a section for 'GROUP LAYOUTS' with a dropdown arrow. The dropdown menu is open, showing 'TeP Dept Committee Members' with a blue checkmark next to it. The main content area displays a table with the following data:

EMPLID	FIRST NAME	LAST NAME	CANDIDATE TYPE	CURRENT RANK	COLLEGE
1111	TEST	TESTERSON	TENURE ONLY	ASSISTANT PROFESSOR	COLLEGE OF SCIENCES

Below the table, there is a section titled 'Resources and Guides' with two links: 'Guide to review documents' and 'Report a technical issue'.

If not already selected, select the TeP Dept Committee Members from the left column.

When selected, it will display in blue with a checkbox next to it.

Available Layouts



PERSONAL LAYOUTS



GROUP LAYOUTS



TeP Dept Committee Members

GROUP LAYOUTS



✓ TeP Dept Committee Members